



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
COTABATO 1st DISTRICT ENGINEERING OFFICE
Midsayap, Cotabato, Region XII

Contract ID : **24GMD0021**

Contract Name : **Supply/Delivery of Office Supplies for Use in Quality Assurance Section (2nd Quarter of 2024)**

Location of the Contract : DPWH Cotabato 1st DEO

Name of the Procuring Entity : DPWH-COTABATO 1ST DEO

Purchase Request No. : 24-03-0025

Revised on:

Date: March 5, 2024

Standard Form/Title: REQUEST FOR QUOTATION

Office/End-User: Quality Assurance Section

COMPANY NAME

ADDRESS

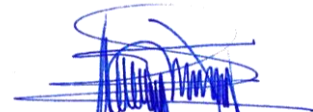
TEL.NO./FAX NO.

TIN:

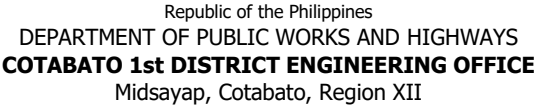
Please quote your lowest price in the items(s) listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 A.M. of **March 27, 2024**, in the return enveloped attached herewith, to the BAC Secretariat, DPWH-Cotabato 1st District Engineering Office, Villarica, Midsayap, Cotabato.

TERM AND CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Delivery period within Fifteen (15) C.D. upon receipt of the approved funded Purchase Order (P.O), Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty Shall be for a minimum of three (3) months for supplies & materials; one year for Equipment; 3 years IT Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. G-EPIS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the quotation
6. Bidders shall submit original brochures showing certification of the product.
7. Please indicate the brand for each items being offered.
8. The approved budget ceiling for this procurement is **P416,452.50.**
9. All documentary requirements for the **Small Value Procurement** including the signed and notarized **Sworn Statement** shall be attached upon submission of the quotation.
10. **Quotation thru mail/fax will not be accepted**


RODERICK R. BACENA
Engineer III- PDS
BAC Chairperson

| Item No. | ITEMS & DESCRIPTION | QTY. | UNIT | UNIT PRICE | TOTAL PRICE |
|----------|---|------|-------|------------|-------------|
| 1 | Book Paper (A4) | 300 | reams | | |
| 2 | Folder brown long | 100 | pcs | | |
| 3 | Construction paper long (assorted color) | 2 | packs | | |
| 4 | Construction paper short (assorted color) | 1 | pack | | |
| 5 | Photo paper A4 glossy | 4 | pack | | |
| 6 | Expanded envelope brown | 200 | pcs | | |
| 7 | Envelope brown long | 300 | pcs | | |
| 8 | Paper fastener plastic | 24 | boxes | | |
| 9 | Paper clip big | 24 | boxes | | |
| 10 | Correction tape 8m | 50 | pcs | | |
| 11 | EPSON ink black 664 | 40 | pcs | | |
| 12 | EPSON ink magenta 664 | 20 | pcs | | |
| 13 | EPSON ink blue 664 | 20 | pcs | | |
| 14 | EPSON Ink yellow 664 | 20 | pcs | | |
| 15 | EPSON ink black L5290 (003) | 36 | pcs | | |
| 16 | EPSON ink magenta L5290 (003) | 20 | pcs | | |
| 17 | EPSON ink blue L5290 (003) | 20 | pcs | | |
| 18 | EPSON ink yellow L5290 (003) | 20 | pcs | | |
| 19 | Brother ink black (D60BK) | 6 | pcs | | |
| 20 | Brother ink magenta (BT5000) | 3 | pcs | | |
| 21 | Brother ink blue (BT5000) | 3 | pcs | | |
| 22 | Brother ink yellow (BT5000) | 3 | pcs | | |
| 23 | Laser Toner cartridge 85A | 4 | cart | | |
| 24 | Brother Toner | 4 | pcs | | |
| 25 | Toilet Tissue paper 2 ply 12 rolls/pack | 6 | packs | | |
| 26 | Alcohol ethyl 70% | 12 | gals | | |
| 27 | Scotch tape, 1 inch | 15 | rolls | | |
| 28 | Double sided tape, 1" | 6 | rolls | | |
| 29 | Double sided tape, 1/2" | 6 | rolls | | |
| 30 | Record Book 200 pages | 35 | pcs | | |
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Location of the Contract : DPWH Cotabato 1st DEO

Revised on: . Date: March 5, 2024

Standard Form/Title: REQUEST FOR QUOTATION Office/End-User: Quality Assurance Section

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|------------------------|---|--|-------------|
| COMPANY NAME | : | | |
| ADDRESS | : | | |
| TEL.NO./FAX NO. | : | | TIN: |

Please quote your lowest price in the items(s) listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 A.M. of **March 27, 2024**, in the return enveloped attached herewith, to the BAC Secretariat, DPWH-Cotabato 1st District Engineering Office, Villarica, Midsayap, Cotabato.

[illegible]

AMOUNT IN WORDS:

| | | | |
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| Brand and Model: _____ | | Warranty : _____ | |
| Delivery Period: _____ | | Price Validity : _____ | |
| <p><i>After having carefully read and accepted your General Conditions, I /We quote you on the item(s) at prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Condition specified by DPWH.</i></p> | | | |
| Tel No. (064) 577-0389 | | _____ | |
| Telefax No. (064) 577-0389 | | Printed name/Signature/Date | |
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| | | Tel No./Cellphone No./E-mail Address | |

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